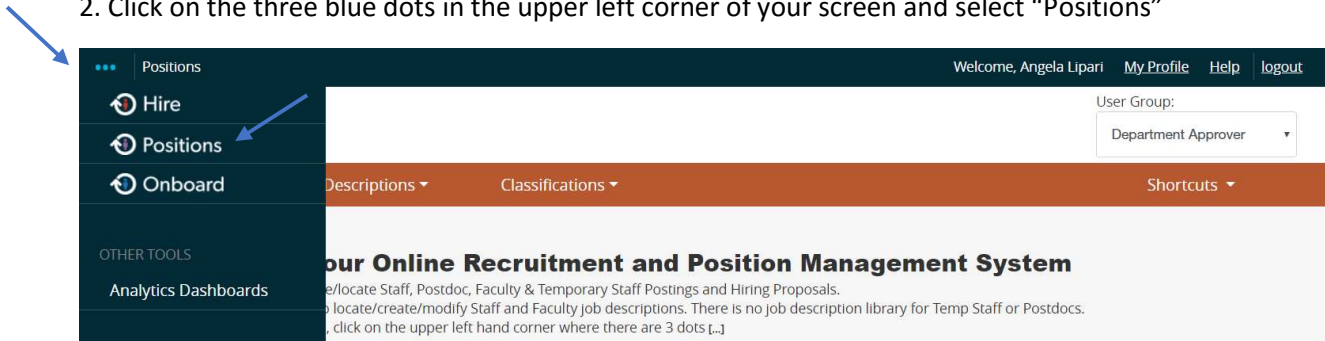


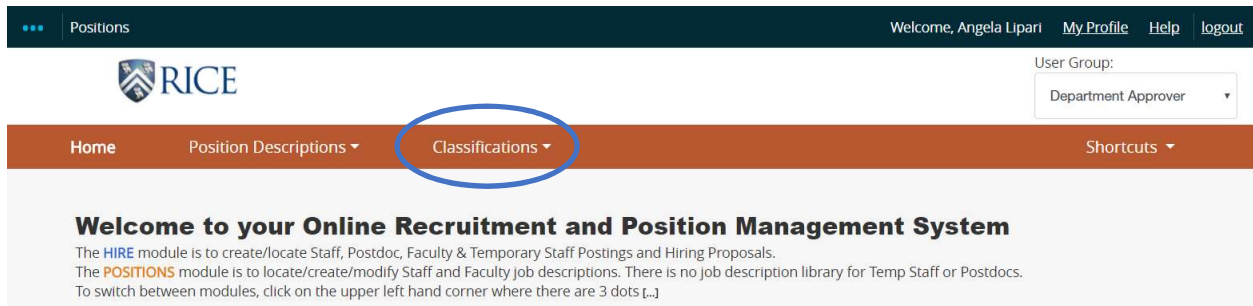
Finding the New Job Classifications & Career Profiles

Each job classification has a career profile that contains the essential functions and minimum requirements (education, experience and skills). The career profiles can be found in the Positions Module in RICEWorks.

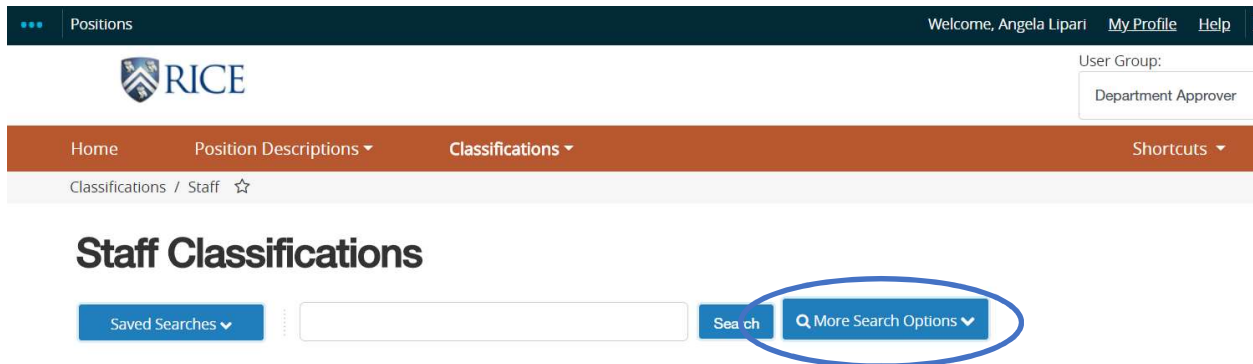
1. Login using your NetID and password
2. Click on the three blue dots in the upper left corner of your screen and select “Positions”



3. Click on “Classifications”



4. Click on “Staff”
5. Click on “More Search Options”



Finding the New Job Classifications & Career Profiles

6. Use the fields included the narrow your search

Home Position Descriptions ▾ **Classifications ▾**

Classifications / Staff ☆

Staff Classifications

Saved Searches ▾ Search Hide Search Options ▾

Add Column: Add Column ▾

Job Family: ▾

Subfamily: ▾

Job Classification:

Classification Code:

Pay Grade:

FLSA: ▾

7. Click on the job classification to see the career profile and pay range information on the job classification

Ad hoc Search **101** Save this search? Selected records **0** Clear selection? Actions ▾

← Previous **1** 2 3 4 Next →

<input type="checkbox"/>	Job Classification	Classification Code	Classification Status	Pay Grade	FLSA	(Actions)
<input type="checkbox"/>	Administrative Assistant I	ES000	Approved	D	Nonexempt	Actions ▾
<input type="checkbox"/>	Customer Service Assistant I	ES001	Approved	C	Nonexempt	Actions ▾
<input type="checkbox"/>	Data & Records Assistant I	ES002	Approved	C	Nonexempt	Actions ▾